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# **APPLICANT CONFERENCE (WEBINAR)**

**June 12, 2025, at 9:00AM CST**

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**Request for Application No. HHS0015504  
Hospital Preparedness Program (HPP), Emergency Medical Task  
Force (EMTF), EMTF State Coordinating Organization (SCO)**

# Agenda



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1. Welcome
2. Procurement Roles and Activities
3. RFA Overview
4. Closing Comments

# Welcome

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## Presenter

- **Amy Pearson**, Grants Specialist / Sole Point of Contact  
Procurement and Contracting Services (PCS)  
Texas Health & Human Services (HHS)



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# Procurement Roles & Activities

# Procurement Roles

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## Procurement Team

- **Texas Health & Human Services (HHS), Procurement and Contracting Services (PCS)** - Responsible for all procurement activities.
- **Texas Department of State Health Services (DSHS), Preparedness Management Unit (PMU)** - Responsible for project scope, grant requirements, performance and programmatic monitoring.
- **Texas Department of State Health Services (DSHS), Contract Management Section (CMS)** - Responsible for all contract management activities, development of contract templates and resulting contract documents.



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# Solicitation Access

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HHS will post all official communication regarding this RFA on the following website, including the notice of award on the HHS Grants website is located at

<https://apps.hhs.texas.gov/pcs/rfa.cfm>

DSHS reserves the right to cancel this RFA, or to make no award if it determines such action is in the best interest of the State.

DSHS may, in its discretion, reject any and all applications or portions thereof.



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# Sole Point of Contact

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- All communications relating to this RFA must be directed in writing to Amy Pearson, Sole Point of Contact, at [amy.pearson@hhs.texas.gov](mailto:amy.pearson@hhs.texas.gov).
- All communications between applicants and HHS or DSHS staff members, or any other HHS or DSHS staff members, concerning this RFA are **strictly prohibited**.
- Failure to comply with these requirements may result in application disqualification.



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# Schedule of Events

## Deadline for Submitting Questions

**June 13, 2025, by 2:00PM**

Any questions arising from today's webinar or anytime prior to the questions deadline, **must be submitted in writing** to [amy.pearson@hhs.texas.gov](mailto:amy.pearson@hhs.texas.gov)

## HHS Posts Responses to Applicant Questions

Estimated Deadline June 23, 2025

## Deadline for Submission of Solicitation Responses

**July 7, 2025, by 10:30AM CST**

## Anticipated Operations Start Date

December 2025

***Refer to RFA Section 7.1 Schedule of Events***



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# RFA Overview

**Hospital Preparedness Program (HPP)**  
**Emergency Medical Task Force (EMTF)**  
**EMTF State Coordinating Organization (SCO)**

# Introduction

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The purpose of the program is to develop capabilities as defined by the U.S. Administration for Preparedness and Response (ASPR) Health Care Preparedness and Response Capabilities for Health Care Coalitions.

The program aims to provide services to build and maintain prepared healthcare and Emergency Medical Service (EMS) delivery systems, advance the development and maturation of healthcare coalitions, and strengthen regional coordination to respond to emergencies that impact the public's health and ensure the healthcare system can maintain operations during surge events or incidents.



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# Purpose

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The purpose of these programs are to enhance the ability of hospitals and healthcare systems to prepare for health and medical emergencies, disasters with a primary focus on Healthcare Coalition (HCC) building, regional healthcare system preparedness, and EMTF component development.

This will enhance the ability of participating HCC members to improve acute care medical surge capacity and strengthen community preparedness for health and medical emergencies by conducting activities at the local or regional level related to the Health Care Preparedness and Response Capabilities for Health Care Coalitions.



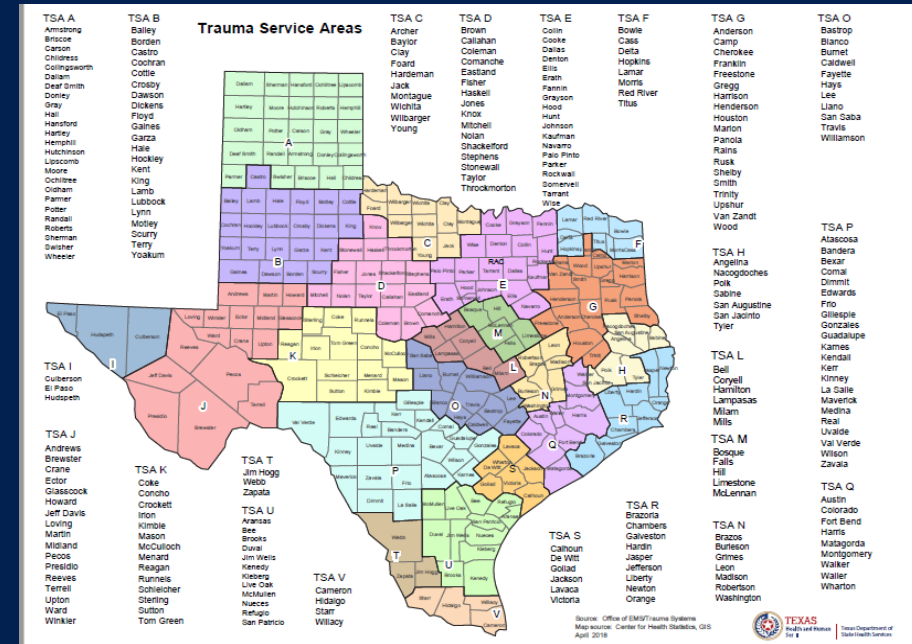
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# Eligible Service Areas

The 22 Texas Trauma Service Areas, as defined under Section 157.122 of the Texas Administrative Code, provide the boundaries for the 22 Regional Advisory Councils (RAC). All TSA/RACs are included in the eight (8) HPP/EMTF service areas, as identified in **Exhibit H, Trauma Service Areas**, and as listed below.

The SCO service area encompasses the entire State.

- A. HPP/EMTF 1 (TSAs A and B);
- B. HPP/EMTF 2 (TSAs C, D, and E);
- C. HPP/EMTF 4 (TSA F and G);
- D. HPP/EMTF 6 (TSA H, Q, and R);
- E. HPP/EMTF 9 (TSA I, J, and K);
- F. HPP/EMTF 7 (TSA L, M, N, O);
- G. HPP/EMTF 8 (TSA S and P); and
- H. HPP/EMTF 11 (TSA T, U, and V).



**Refer to RFA Section 2.3 Eligible Service Areas**



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# Eligible Activities

This grant program may fund activities and costs as allowed by the state and federal laws, regulations, rules, and guidance governing funds identified in the relevant sections of this RFA.

## **HCC and EMTF Funding Opportunity #1:**

1. Grantee shall perform activities to support regional HPP implementation, including, but not limited to sustaining regional HCCs; providing EMTF administrative support and project management; and assisting DSHS with the administration, planning, and evaluation of services related to HPP and EMTF.
2. Grantee's HPP activities must focus on the implementation of all the following capabilities:
  1. Foundation for Health Care and Medical Readiness Goal
  2. Health Care and Medical Response Coordination Goal
  3. Continuity of Health Care Service Delivery Goal
  4. Medical Surge Goal

***Refer to Section 2.4 Eligible Activities and 2.4.1 HCC Funding Opportunity #1.***



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# **Eligible Activities *Continued***

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## **EMTF SCO Funding Opportunity #2**

1. The EMTF SCO is responsible for providing overall coordination and oversight to the unique components of the EMTF System, as directed by DSHS.



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***Refer to Section 2.4.3 EMTF SCO Funding Opportunity #2.***



# Program Requirements

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HCCs must meet the requirements in accordance with the Health Care Preparedness and Response Capabilities for HealthCare Coalitions located at:

<https://aspr.hhs.gov/HealthCareReadiness/guidance/Documents/Health-Care-Preparedness-and-Response-Capabilities-for-Health-Care-Coalitions.pdf>

All Grant Projects funded under this RFA must meet the following program requirements listed in **Section 2.5 Program Requirements and Sections 2.5.1 through 2.5.3.**



***Refer to RFA Section 2.5 Program Requirements***

# Available Funding

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There are two funding opportunities under this RFA.

## **Funding Opportunity #1: HPP and EMTF**

### **HPP**

Estimated Total Available Funding:	\$61,049,295.00
Estimated Total Number of Awards:	Multiple
Estimated Max Award Amount:	\$12,209,859.00 per Budget Period
Match Required, if any:	10% (DSHS covers the match)
Length of Budget Period	One (1) Year
Anticipated Project Start Date:	December 2025
Length of Project Period:	Five (5) years
Eligible Applicants	Refer to Section 3.2, Application Screening Requirements.



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# Available Funding *Continued*

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## EMTF

Estimated Total Available Funding	\$10,000,000.00
Estimated Total Number of Awards:	Multiple
Estimated Max Award::	\$2,000,000.00 per Budget Period
Match Required, if any:	N/A
Length of Budget Period:	One (1) Year
Anticipated Project Start Date:	December 2025
Length of Project Period:	Five (5) years
Eligible Applicants	Refer to Section 3.2, Application Screening Requirements.



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# Available Funding *Continued*

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## Funding Opportunity #2: EMTF SCO

Estimated Total Available Funding	\$23,055,555.55
Estimated Total Number of Awards:	One (1) Award
Estimated Max Award:	\$4,611,111.11 per Budget Period
Match Required, if any:	N/A
Length of Budget Period	One (1) Year
Anticipated Project Start Date:	December 2025
Length of Project Period:	Five (5) years
Eligible Applicants	Refer to Section 3.2, Application Screening Requirements.



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***Refer to Section 1.1 Introduction and Section 5.1 Grant Funding Source and Available Funding***

# Project Period

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The Project Period is anticipated to be from **February 1, 2026, through June 30, 2030**. If awarded State general revenue funds, the Project Period may extend through **August 31, 2030**. The start date of the Project Period may change based on transition, operation and turnover services that may occur.



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***Refer to RFA Section 4.1, Project Period***

# Eligible Applicants

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- A. In order to be considered eligible for HPP and EMTF Funding Opportunity #1, Applicant must meet the following minimum requirements:
1. Be a governmental entity, non-governmental, not-for-profit organization, for-profit entity, association, or public or private entity that constitutes a separate business entity;
  2. Submit an Application per **Section 7.1, Schedule of Events**;
  3. Submitted Application must be completed per **Section XIII, Submission Checklist**, and contain specified required documents;
  4. All required documents must contain the required signature(s), as applicable;



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# Eligible Applicants *continued*

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5. Applicant's physical address must be within the State of Texas; and
6. Applicant must submit a letter from their governing entity (Board of Directors, County Judge, Commissioners' Court, etc.) affirming their commitment to deploy HPP and EMTF assets through either mutual aid or upon request of DSHS within and external to their awarded EMTF region(s) during a mass casualty incident, significant regional event or incident, statewide disaster, pandemic response, or any other event that requires surge activities.

Applicant is not considered eligible to apply unless the Applicant meets the eligibility conditions to the stated criteria listed above at the time the Application is submitted. DSHS expressly reserves the right to review and analyze the documentation submitted and to request additional documentation and determine the applicant's eligibility to compete for the Contract award.



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# Eligible Applicants *continued*

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B. In order to be considered eligible for EMTF SCO Funding Opportunity #2, Applicant must meet the following minimum requirements:

- 1) Must meet all the requirements listed in **Section 3.2, Application Screening Requirements, A.1.** through **A.6.**; and
- 2) Submitted Application must include a completed **Form D, Consideration Submission Form for Emergency Medical Task Force State Coordinating Organization.**



TEXAS  
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***Refer to RFA Section 3.2 Application Screening Requirements***

# Evaluation Process

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A five-step selection process will be used:

- A. Application screening to determine whether the Applicant meets the minimum requirements of this RFA;
- B. Evaluation for Funding Opportunity #1 based upon specific criteria to determine HPP and EMTF award recommendations;
- C. Final selection based upon State priorities and other relevant factors, as outlined in Section 10.1, Final Selection Considerations for Funding Opportunity #1, to determine tentative award finalists for Funding Opportunity #1 and Applicants qualified for Funding Opportunity #2, see also Section 3.3, Application Screening Requirements – Funding Opportunity #2 (EMTF SCO);
- D. Oral presentations for Funding Opportunity #2 based upon specific criteria to determine the EMTF SCO award recommendation; and
- E. Final selection based upon State priorities and other relevant factors, as outlined in Section 10.1, Final Selection Considerations for Funding Opportunity #2.



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# Evaluation Process *Continued*

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Applications will be evaluated and scored in accordance with the following scoring criteria using **Exhibit J, Evaluation Tool for Funding Opportunity #1 (HPP and EMTF)**.

Scoring Criteria: Qualified Applications shall be evaluated based upon:

- A. Experience and Knowledge (36%)
- B. Capability and Readiness (24%)
- C. Administrative Preparedness (22%)
- D. Planning, Training, and Exercise (18%)



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# Evaluation Process *Continued*

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After the Funding Opportunity #1 evaluation, Applicants that have been identified as tentative award finalists and that submitted a completed Form D, Consideration Submission Form for Emergency Medical Task Force State Coordinating Organization, will be selected for invitation to oral presentations.

HHS reserves the right to select only the top three (3) or fewer tentative award finalists with the highest evaluation scores to participate in the oral presentation process for Funding Opportunity #2.



***Refer to RFA Section 9.4 and 9.5, Evaluation Criteria***

# Questions and Answers

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**All questions must be submitted in writing to the Sole Point of Contact using the formatting below from the RFA.**

- A. RFA Number;
- B. Section or Paragraph number from this Solicitation;
- C. Page Number of this Solicitation;
- D. Exhibit or other Attachment and Section or Paragraph number from the Exhibit or other Attachment;
- E. Page Number of the Exhibit;
- F. Language, Topic, Section Heading being questioned; and
- G. Question



**TEXAS**  
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***Refer to Section 7.3, RFA Questions and Requests for Clarification***

# Question Deadline

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- *Submit via email to: Amy Pearson @ [amy.pearson@hhs.texas.gov](mailto:amy.pearson@hhs.texas.gov) by 2:00PM on June 13, 2025.*
- Any questions received after this deadline will not be responded too.
- An addendum will be posted to the HHS Grants Website with the answers to questions tentatively on **June 23, 2025.**



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# Delivery For Submission Options

Applicants must correctly submit Solicitation Responses by **one** of the methods below:

**A. Submission Option #1: HHS Online Bid Room** - Applicant shall submit the following through the HHS Online Bid Room utilizing the procedures in **Exhibit I, HHS Online Bid Room Instructions**.

Applicants shall upload the following documents:

1. *One (1) copy marked as "Original Application" that contains the Applicant's entire application in a Portable Document Format ("PDF") file; and*
2. *One (1) copy of the completed **Exhibit C-1, Requested Budget Template**, in its original **Excel format**.*
3. *One (1) copy of the complete Application Marked as "Public Information Act Copy," if applicable, in accordance with **Section 12.1, Texas Public Information Act**, in a PDF file.*

***Refer to Section 8.3 Required Submission Method***



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# Delivery For Submission Options

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## **B. Submission Option #2: Sealed Package with USB Drives** -

Applicant shall submit responsive applications via USB on two (2) USB drives:

- 1) One (1) USB drive with the complete Application file marked as "Original Application" in a PDF file. Include the USB in a separate envelope within the sealed Application package and mark the USB and envelope with "Original Application." USB drive must include the completed **Exhibit C-1, Requested Budget Template**, in its original **Excel** format.
- 2) One (1) USB drive with a copy of the complete Application file marked as "Public Information Act Copy," if applicable and in accordance with Section 12.1, Texas Public Information Act.



**TEXAS**  
Health and Human  
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***Refer to Section 8.3 Required Submission Method***

# Application Exhibits and Forms for Submission

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The Application must be organized in the order below and include each required section and the forms and exhibits identified within a section:

## **A. Administrative Applicant Information**

1. Form A: Face Page
2. Form B: Administrative Information
3. Form B-1: Governmental Entity – Authorized Officials, if applicable
4. Form B-2: Nonprofit Entity – Authorized Officials, if applicable
5. Form F: Internal Controls Questionnaire
6. Form G: Contract and Litigation History

## **B. Narrative Proposal**

1. Form C: Executive Summary and Narrative Proposal
2. Form D: Consideration Submission Form for Emergency Medical Task Force State Coordinating Organization, if applicable

***Refer to Section XIII. Submission Checklist***



**TEXAS**  
Health and Human  
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# Application Exhibits and Forms for Submission *Continued*

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## **C. Requested Budget**

1. Exhibit C-1: Requested Budget Template

**This Requested Budget Template is mandatory and must be submitted with the Application, in the original format (Excel), for the Application to be considered responsive. Applications received without the completed Requested Budget Template will be disqualified.**

## **D. Indirect Costs**

1. Form E, HHS System Indirect Costs Rate (ICR) Questionnaire



**TEXAS**  
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***Refer to Section XIII. Submission Checklist***



# Application Exhibits and Forms for Submission *Continued*

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## **E. Exhibits to be Completed, Signed, and Submitted with Application**

1. Exhibit A, HHS Solicitation Affirmations v.2.6

***Per Section 9.2, Initial Compliance Screening of Applications, Exhibit A is mandatory and must be completed, signed, and submitted for the Application to be considered responsive. Applications received without Exhibit A or with an unsigned Exhibit A may be disqualified.***

2. Exhibit D, Assurances – Non-Construction Programs
3. Exhibit E, Certification Regarding Lobbying
4. Exhibit F, Federal Funding Accountability and Transparency Act (FFATA) Certification
5. Exhibit G, Exceptions Form, if applicable
6. Exhibit O, HHS Data Use Agreement v.8.5
7. Exhibit O-1, Governmental Entity Version HHS Data Use Agreement v.8.5, if applicable
8. Exhibit O-2, Texas HHS System, Data Use Agreement Attachment 2, Security and Privacy Inquiry (SPI) v.2.1

## **F. Signed Addenda**

Each Addendum, if any, must be signed and submitted with the Application

***Refer to Section XIII. Submission Checklist***



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# PCS Closing Comments

# Closing Comments

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Applicants are responsible for meeting the RFA requirements, including any addendums.

Applicants must check the HHS Grants website frequently for any addendums that may have been added to this solicitation.

## **HHS Grants Website**

The link is: <https://resources.hhs.texas.gov/rfa>



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# THANK YOU!

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**Request for Applications**  
**No. HHS0015504**